

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

EO/DDA
7D-18 Hqs.

EXTENSION

NO.

DATE

16 SEP 1981

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

ADDA
7E-24 Hqs.

1 - FYI

2.

3 - For your action.

3.

C/Safety Group/OS

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

UNCLASSIFIED	CONFIDENTIAL	SECRET
--------------	--------------	--------

EXECUTIVE SECRETARIAT

Routing Slip

DDA

TO:		ACTION	INFO	DATE	INITIAL
1	DCI				
2	DDCI				
3	D/ICS				
4	DD/NFA				
5	DD/A	✓			
6	DD/O				
7	DD/S&T				
8	GC				
9	LC				
10	IG				
11	Compt				
12	D/PA				
13	D/EEO				
14	D/Pers				
15	D/ExStf				
16	AO/DCI				
17					
18					
19					
20					
21					
22					
SUSPENSE		Date			

Remarks:

JRC
Executive Secretary

9/18/81
Date

3637 (12-77)

U.S. DEPARTMENT OF LABOR

SECRETARY OF LABOR
WASHINGTON, D.C.

SEP 9 1981

Executive Registry

81-8325

DD/A Registry

81-0107/14

Honorable William J. Casey
Director
Central Intelligence Agency
Washington, D.C. 20505

Dear Mr. Casey:

Each Federal agency head is required to establish and maintain a safety and health program in accordance with the Occupational Safety and Health Act, Executive Order 12196, and the basic program elements contained in 29 CFR 1960. Such a program requires in part that agencies post and maintain conspicuously in each establishment a poster informing employees of the requirements of the above documents and of the agency's safety and health program.

To assist agencies in fulfilling this requirement, the Department of Labor is required to furnish each agency a basic core text, copy enclosed, that must be included in the poster. Each agency must further develop the text of its poster in accordance with the provisions of 29 CFR 1960.12(c) and with the specific needs of its own program.

If your agency needs further help in the development of the poster, please contact Richard Wilson, Acting Director, Office of Federal Agency Programs, on 376-3005.

Sincerely,


Raymond J. Donovan

Enclosure

Core Text for the Agency Safety and Health Poster

OCCUPATIONAL SAFETY AND HEALTH PROTECTION FOR FEDERAL EMPLOYEES

THE OCCUPATIONAL SAFETY AND HEALTH ACT OF 1970, EXECUTIVE ORDER 12196 AND 29 CFR 1960 REQUIRE THE HEADS OF FEDERAL AGENCIES TO FURNISH TO EMPLOYEES PLACES AND CONDITIONS OF EMPLOYMENT THAT ARE FREE FROM JOB SAFETY AND HEALTH HAZARDS.

The _____ Designated Agency Safety and Health
(Department or agency)

Official is _____. The safety and health
(name, title and address)

designee for this workplace is _____ and may be
(name and title)

contacted at _____.
(location and telephone)

Responsibilities.

(Department or agency)

- * to comply with safety and health standards issued under Section 6 of the Act or approved _____
(Department or agency) alternate standards.
- * to set up procedures for responding to employee reports of unsafe and unhealthful working conditions.
- * to acquire, maintain, and require the use of approved personal protective equipment and safety equipment.
- * to inspect all workplaces at least annually with participation by representatives of employees.

- * to establish procedures to assure that no employee is subject to restraint, interference, coercion, discrimination, or reprisal for exercising his/her rights under the _____ safety and health program.
(Department or agency)
- * to post notices of unsafe or unhealthful working conditions found during inspections.
- * to assure prompt abatement of hazardous conditions. Employees exposed to the conditions shall be informed of the abatement plan. Imminent danger corrections must be made immediately.
- * to set up a management information system to keep records of occupational accidents, injuries, illnesses, and their causes; and to post annual summaries of injuries and illnesses for a minimum of 30 days at each establishment.
- * to conduct occupational safety and health training programs for top management, supervisors, safety and health personnel, employees and employee representatives.

Employee Responsibilities.

- * to comply with all OSHA and approved _____
(Department or agency) occupational safety and health standards.
- * to comply with _____ policies and
(Department or agency) directives relative to the safety and health program.
- * to use personal protective equipment and safety equipment provided by your agency.

Rights of Employees and Their Representatives:

- * to participate in the _____ safety
(Department or agency)
and health program. Employees shall be authorized official
time to participate in the activities provided by Executive
Order 12196, 29 CFR 1960 and the _____
(Department or agency)
safety and health program.
- * to have access to _____ standards
(Department or agency)
and _____ injury and illness statistics,
(installation)
and safety and health program procedures.
- * to comment on alternate standards your agency proposes.
- * to report and request inspections of unsafe or unhealthful
working conditions to the appropriate officials including
the Secretary of Labor. However, the Secretary of Labor
encourages employees to use agency procedures for reporting
hazardous conditions as the most expeditious means to
achieve abatement. Anonymity is assured.